Approved For Release 2007/10/26 : CIA-RDP72-00450R000100330026-7

DRAFT--11 Apr 62

4/13 Ltr - Reply
Rec-Mgmt 9-3
STATINTL
Inspired by
2. Branch - File - Record Keeping Data

COMPARATIVE COSTS FOR DOCUMENT STORAGE

A. COSTS:

	SAFE CAB.	CU.FT.	PAGE
1. Safe Cabinet (8 cu.ft.) in office space - Not Serviced	$ 32.96	$ 4.19	$ 0.0164
- Serviced	395.84	49.48	0.0247
2. Record Center - Serviced	15.44	1.93	0.001
3. IBM @ $70.00 per month per MM characters*	48,384.00	6,048.00	[illegible]
4. IBM @ $6.00 per month per MM characters*	4,147.20	518.40	0.259
5. IBM @ $1.00 per month per MM characters*	691.20	86.40	0.043

* Computer cost to be added.

B. COMPUTATION FACTORS:

1. 2,000 pages per cubic foot or 16,000 pages per 4-drawer safe cabinet.

   Ref: Record Statistics dated October 1961, ~~and approved~~ PREPARED by the Agency Record Administration Staff - attached.

2. 3,600 characters per page of Operational Dispatch. Ref: Memo for Record by PDD dated 9 Aug 1961 (average 600 groups per page x 5 characters and one space per group).

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3. 57,600,000 characters per safe cabinet (8 cu.ft.) (3600 characters per page x 16,000 pages).

C. COMPUTATIONS:

1. Cost for safe cabinet storage and record center storage of documents.

Ref: Record Statistics dated October 1961 as prepared by the Agency Record Administration Staff.

2. IBM storage at $70 per month per MM characters--57.6 MM characters x $70.00 x 12 months = $48,384.00 per 8 cu.ft. per year.

3. IBM storage at $6 per month per MM characters--57.6MM characters x $6.00 x 12 months--$4147.20 per 8 cubic feet per year.

~~x $1 x 12 months = $691.20 per 8 ft. ft. per year.~~

4. IBM storage at $1.00 per month per MM Characters--57.6 MM characters x $1.00 x 12 months--$691.20 per 8 cu. ft. per year.

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